

Proposal Review Committee
October 11, 2011
Statewide Benefits Office
Duncan Building, Ste. 320, Dover, Delaware

Public Session: 8:32 a.m.

The Proposal Review Committee met on October 11, 2011, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Brenda Lakeman, OMB, Director, Statewide Benefits
Faith Rentz, OMB, Deputy Director, Statewide Benefits
Laurene Ehemann, OMB, RFP and Contract Coordinator, Statewide Benefits
Andrew Kerber, Department of Justice on behalf of OMB and Statewide Benefits
Wendy Brown, Department of Health and Social Services
Valerie Watson, Department of Finance
Lori Christiansen, Office of Controller General
Erin Guerke, Office of the Treasurer
Jennifer Vaughn, Delaware Insurance Department
Amy Quinlan, Administrative Office of the Courts

Introductions/Sign In

Ms. Lakeman called the meeting to order at 8:32 a.m.

Approval of Minutes

Ms. Rentz requested a motion to approve of the minutes from the March 4, 2011, meeting of the Proposal Review Committee. A motion was made by Ms. Brown and seconded by Ms. Christiansen. The motion was approved with unanimous voice vote.

Discussion of the Consulting Services for the Group Health Insurance Program RFP

Ms. Lakeman requested a motion to move into executive session for review of the four finalists' bid responses and conduct interviews. Ms. Guerke made the motion and it was seconded by Ms. Christiansen. The PRC moved into Executive Session at 8:34 a.m.

Upon conclusion of the Executive Session, a request to adjourn the meeting was made by Ms. Lakeman. A motion was made by Ms. Christiansen at 4:44 p.m. to move back into the public meeting and Ms. Guerke seconded. With no further business, a motion to adjourn was made by Ms. Christiansen and seconded by Ms. Guerke. Upon unanimous voice approval, the meeting was adjourned at 4:46 p.m. Please note there were no public attendees.

Respectfully submitted,



Laurene M. Ehemann
RFP and Contract Coordinator